

Indiana Department of Transportation  
RFP No. 06-07  
6-30-06 Posting Date  
Request for Proposals Notification  
Response Due Date: 7-10-06, 8:00 a.m.

## Summary of Items Included

### CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT

1. [Development of Projects on U.S. 421, I-74, and various local roads in Decatur County](#)

## Consultant Meetings and Communication Policy

Please note the following policy concerning communication with the Department during the Request for Proposals (RFP) announcement and selection process:

During the time period between advertisement and the announcement of final consultant selections for the RFP Selection Process, the Department will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc.

Permissible communications include project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract and training or related activities.

Questions related to this RFP are to be directed to Kathy Caplinger via email at [kcaplinger@indot.in.gov](mailto:kcaplinger@indot.in.gov). Kathy will forward the questions to the appropriate INDOT personnel and prepare a question and answer document that will be posted on the website with this advertisement. Please submit your questions as early as possible to allow sufficient time for response and please review previously posted questions prior to submitting.

## Letter of Interest Submittal Instructions

Firms interested in being considered for selection shall respond by sending one email for each item, along with the four (4) required attachments, as noted below. All responses are to be emailed to [Contractsrfp@indot.in.gov](mailto:Contractsrfp@indot.in.gov) with each of the attachments listed below. The subject line for each email and the attached file names are to match the following format with no spaces: **RFP0607-[Firm Name or Nickname]-Item-#.**

### **Required Attachments:**

- one (1) Letter of Interest (LoI) in pdf (preferred) or tif format, named in the same format as identified above for the subject line with “-LOI” added to the end, and  
*Sample file name: RFP0607-myconsultingfirmornickname-item-14-LOI*

- one (1) signed MBE/WBE Affirmative Action Certification and associated required documents in pdf(preferred) or tif format, named in the same format as identified above with “-AAC” added to the end, and
- one (1) completed Current and Completed Projects form in pdf(preferred) or tif format, named in the same format as identified above with “-CCP” added to the end and
- one (1) completed Active and Pending Contract Balances form in pdf(preferred) or Excel (.xls) format, named in the same format as identified above for the subject line with “-APB” added to the end. This form, when completed, will be the same for every item submitted. The CCP form above may vary from item to item depending on type of services required for the item.

NOTE: The Affirmative Action Certification, Current and Completed Projects form and Active and Pending Contract Balances forms required are available on the [Department’s Website](#) .

**All Letters of Interest must be received no later than 8:00 a.m., Indianapolis time, on July 10, 2006, to be considered. A reply confirmation of receipt will be returned for each email submitted. When completed, selections will be announced through the [Department’s Website](#) .**

## **Selection Procedures**

The Department will directly select consultants for each of the items listed above and further described herein, based on a Letter of Interest (LoI) and other required documents. The requirements for the LoI and the [Consultant Selection Rating Form](#) (**Exhibit A** below) that will be used by INDOT to evaluate and score the submittals are shown below.

To be eligible for selection consideration, prime consultants and sub-consultants must be prequalified. Prequalification requirements and the list of Prequalified Consultants and their approved categories may be found at the [Department’s Website](#). A prime consultant need not be prequalified itself for each discipline listed in the prequalification requirements paragraph below provided that at least one subconsultant be prequalified in each discipline and provided further that the LoI and the contract procured hereunder shall only contemplate or permit an entity to perform work for which it has been prequalified.

## **Requirements for Letters of Interest**

### **A. General Instructions for Preparing and Submitting a Letter of Interest**

1. Provide the information requested in the LoI Content (Item B below), in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoIs shall be limited to a total of twelve (12) 8½” x 11” pages. Ten (10) pages

for Identification and Qualifications and two (2) pages for the combined Key Staff and Project Approach, unless otherwise noted in the Project Description. The Affirmative Action Certification, Current and Completed Projects form and Active and Pending Contract Balances form do not count toward the total.

3. LoIs must be received by 4:00 pm, Indianapolis time on the due date. Responses received after this deadline will not be considered. Submittals will have to include all required attachments to be considered for selection.

B. Letter of Interest Content

Identification and Qualifications

1. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
2. List all proposed subconsultants, MBE/WBE status, and the percentage of work to be performed by the prime consultant and each subconsultant. (See Affirmative Action Certification below.) A listing of certified MBEs and WBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the “Prequalified Consultants” link available from the [Department’s Website](#) .
3. Remaining space within the ten (10) pages, Section A.1 may be utilized to provide personnel resumes, additional information concerning qualifications, etc.

Key Staff and Project Approach

1. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work.  
  
Address the experience of the key staff members on similar projects, and the staff qualifications relative to the required item qualifications.
2. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
3. Provide a description of your Project Approach or of your approach to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm’s technical approach, understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm’s qualifications for the project.

## **Requirements for Affirmative Action Certification**

A completed MBE/WBE Affirmative Action Certification form is required for this item. The consultant must identify the MBE and WBE firms with which it intends to subcontract, include the contract participation percentage of each MBE and WBE firm, and list what the MBE and WBE firms will be subcontracted to perform on the Affirmative Action Certification Form.

**Copies of MBE and WBE certifications, as issued by IDOA are to be included as additional pages after the form.** If the consultant does not meet the MBE or WBE goals, the consultant must provide documentation in additional pages after the form that evidences that it made good faith efforts to achieve the MBE and WBE goals. What constitutes good faith efforts is explained in detail within the [MBE/WBE program](#).

MBEs and WBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be identified from the “Pre-qualified Consultants” link available from the [Department’s Website](#) .

**MBE and WBE subcontracting goals apply to all prime submitting consultants, regardless of the prime’s status of DBE/MBE/WBE.**

Exhibit A, this form will be used by INDOT to evaluate and score the submitted LoI's.

Selection Rating for RFP- No. \_\_\_\_\_, Item No. \_\_\_\_

Consultant Name:

Services Description:

Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Disputes	<b>Outstanding Agreement Disputes.</b>				
	No outstanding unresolved agreement disputes > 3 mos. old.	0		20	0
	Outstanding unresolved agreement disputes more than 3 mos. old.	-3			
Past Performance	<b>Historical Performance.</b>				
	Timeliness score from performance database.			15	
	Quality/Budget score on similar work from performance database.			15	
	Quality/Budget score on all INDOT work from performance database.			10	
Capacity of Team to do Work	<b>Evaluation of the team's personnel and equipment to perform the project on time.</b>				
	Availability of more than adequate capacity that results in <b>added value</b> to INDOT.	1		20	0
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-3			
Team's Demonstrated Qualifications	<b>Technical expertise: Unique Resources &amp; Equipment that yield a relevant added value or efficiency to the deliverable.</b>				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit.	2		15	0
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	<b>Rating of predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.</b>				
	Demonstrated outstanding experience in similar type and complexity.	2			
	Demonstrated high level of experience in similar type and complexity.	1		5	0
	Experience in similar type and complexity shown in resume'.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
Approach to Project	<b>Understanding and Innovation that gives INDOT cost and/or time savings.</b>				
	High level of understanding and viable inovative ideas proposed.	2			
	High level of understanding of the project.	1		10	0
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location	<b>Location of assigned staff office relative to project.</b>				
	Within 50 mi.	1			
	51 to 150 mi.	0		5	0
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
	For 100% state funded agreements, non-Indiana firms.	-3			
				<b>Weighted Total</b>	<b>0</b>

For categories that are not relevant to the particular agreement being evaluated leave the category score as N/A. This is to be as documented in the RFP.

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories. Signed: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## **Consultant Selection Rating Form Notes Specific to Use on this RFP**

1. Historical performance ratings will not be directly inputted from the database for this particular advertisement due to the fact that the current data is not directly compatible with new process. This applies to the Past Performance category and to the historical performance part of the Project Manager category. Instead, ratings will be assigned between 2 and -3 based on review of available performance data, the professional experience of the individuals doing the scoring and based on feedback available from any known references. When there is insufficient information available or when the information available indicates “at standard” performance a neutral rating of “0” will be assigned.
2. Location ratings will be assigned based on the location of the indicated responsible consultant office relative to the center of the project or, for non-site specific contracts, the center of the geographical area of the region for which the services are applicable.

**Central Office -Division of Planning and Production, Office of Project Management**

Item No. 1. **Development of Projects on U.S. 421, I-74, and various local roads in Decatur County**

Type of Work: The work includes improvement to US 421, I-74 and various local roads in Decatur Co. (environmental studies, design, right of way engineering and acquisition, utility coordination, SUE, geotechnical investigation). The project limits are as shown on the project scope location map that is available on the scope of services website. Survey will be provided.

Project Description: Project 1: US 421/Michigan Road Reconstruction/Expansion from SR 3 to North limit of new Honda plant.  
Project 2: Reconstruct existing US 421 interchange with I-74  
Project 3: Construct local road access for Town of Adams to Michigan Road  
Project 4: Install SR 3 Signal System/Interconnect  
Project 5: Construct secondary, south access from south edge of plant to SR 3  
Project 6: Construct new truck overpass over I-74 and Michigan Road

Estimated Construction Cost: \$54,000,000

Contract Type: Advance contract at 2.85 labor rate multiplier to be replaced within three (3) months by a cost-plus fixed fee contract. (100% State Funds)

MBE Goal: 7.00% [MBE/WBE program](#)  
WBE Goal: 10.00% (Participation amounts of firms certified as both an MBE and WBE may be credited toward only one goal or the other, not both.)

Other Qualifications: Environmental Services: 5.1 Environmental Document Preparation – EA/EIS; 5.2 Environmental Document Preparation – CE; 5.3 Environmental Document Preparation – Section 4 (f); 5.4 Ecological Surveys; 5.5 Wetland Mitigation; 5.6 Waterway Permits; 5.7 Air Quality Analysis; 5.8 Noise Analysis and Abatement Design; 5.9 Archaeological Investigations; 5.10 Historical/Architectural Investigations; 5.11 ESA Screening, Phase 1 and Phase 2, Remedial Design  
Geotechnical Engineering Services: 7.1 Geotechnical Engineering Services  
Roadway: 8.2 Complex Roadway Design  
Traffic Design: 10.1 Traffic Signal Design; 10.2 Traffic Signal System Design; 10.3 Complex Roadway Sign Design; 10.4

Lighting Design  
Right of Way Plan Development: 11.1 Right of Way Plan  
Development  
Right of Way Acquisition Services: 12.1 Project management for  
Acquisition Services; 12.3 Value Analysis; 12.4 Appraisal; 12.5  
Appraisal Review; 12.6 Negotiation; 12.8 Relocation  
Subsurface Utility Engineering  
Utility Coordination

Schedule:

Estimated Contract Execution Date and Notice to Proceed: July 11, 2006

Deliverables:

Date:

- |                        |                   |
|------------------------|-------------------|
| 1. Environmental Study | February 16, 2007 |
| 2. Project 1 tracings  | February 16, 2007 |
| 3. Project 2 tracings  | April 15, 2007    |
| 4. Project 3 tracings  | January 10, 2008  |
| 5. Project 4 tracings  | November 15, 2007 |
| 6. Project 5 tracings  | January 10, 2008  |
| 7. Project 6 tracings  | June 15, 2008     |

=====

**End of INDOT Web Page for Project Notification**